



**2004 Substantive Law Conference
Los Angeles, CA**

Track Session Trainer Needs

Please return this form as soon as possible and no later than June 24, 2004. **EACH TRACK SESSION REQUIRES A SEPARATE FORM.** If you have questions, please contact Conference Staff at sublaw@nlada.org.

Presenter Name: _____ Track: _____

Session Title: _____

Session Date: Friday, July 23 Saturday, July 24 Time: _____: _____ am / pm

AUDIO VISUAL EQUIPMENT REQUESTS: Please know that NLADA has a limited budget for audio/visual equipment but will make every effort to supply the equipment that you need for a successful session. Advanced set-ups or expensive equipment requests are subject to budget considerations. **On-site request for equipment WILL NOT BE accommodated.**

I require the following audio/visual equipment for my session:

- | | |
|--|--|
| <input type="checkbox"/> Flipchart and Markers | <input type="checkbox"/> Overhead Projector and Screen |
| <input type="checkbox"/> Head table: _____ (# of people) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> TV / VCR | <input type="checkbox"/> LCD Projector and Screen |
| <input type="checkbox"/> Internet Access / Phone Line | |

ROOM SET UP: Due to limited room size, many of the meeting rooms will be set in theater style seating. If you require a different configuration, please list here: _____

BIOGRAPHIES: Please type or attach a copy of each presenter's biography (Required for CLE):

Example of Bio:

Cynthia Works is at NLADA. An accomplished trial attorney, she served as a staff attorney with the D.C. Public Defender Service, before transitioning into private practice and then to the legal academe, teaching at George Mason School of Law and Howard University School of Law. She received her L.L.M in Trial Advocacy.

THIS FORM MUST BE RETURNED BY JUNE 24, 2004 TO:

NLADA Sublaw Training ♦ Track Trainer Needs

1140 Connecticut Avenue NW, Suite 900 ♦ Washington, DC 20036 ♦ FAX: 202/872-1031